



[Licensing Help](#)

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[Iowa License Management System](#)

## **Aboveground Storage Tank Plan Review Process**

Overview: New Process for AST Plan Review Submittals

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- **Beginning January 1, 2023, the State Fire Marshal Division is changing how aboveground storage tank plan reviews will be submitted in our online ImageTrend License Management System (LMS).**
  - The new submittal process is outlined in this user guide to assist you in becoming familiar with the online submittal process.

Use the Public Portal Lookup to verify whether the project site is already in the system.

<https://iowa.imagetrendlicense.com/portal#/login>

- If the site exists, submit Update User Account form to add your user account to the site.
- Be sure to select the AST Plan Review Contact role!
- If the site does not exist, submit the Request New Business or Site application form.
- Once the site is added by SFM staff, your user account will also be added as the appropriate plan review contact role.
- You will then receive an email notifying you the site has been added and you are listed as point of contact.
- Submit the Aboveground Storage Tanks Plan Review application form for the project site.
- Pay fees online by credit card or ACH via secured payment portal or mail check.
- Once the plan review has been completed, an email is sent to you with the plan reviewer's comments attached. That form will also indicate if a response is required.
- When a plan review response is required, a response form is added online to the project application for completion and submittal.
- Once your project is approved, the comment form will also include contact information for the assigned fire prevention inspector reviewing your project.

#### **TIPS:**

##### Search for Project Site

- Navigate to the Public Portal Lookup business page  
<https://iowa.imagetrendlicense.com/lms/public/portal#/lookup/service>
- Be sure to select "Aboveground Storage Tanks (plan review)" from the Business/Site Classification drop down.
- If you believe your project site is already in the system, but are unable to locate it using Lookup, please email [sfmast@dps.state.ia.us](mailto:sfmast@dps.state.ia.us) with the name and address of the project site and ask for assistance.
- Submit Project Plan Review Form
- On Available Applications page, click on the Business Applications link about mid-center of the page.
- Use the Filter By Service drop down to select the correct project site. Once you have selected the site, you will find the Aboveground Storage Tanks Plan Review form under the Applications bar.

##### Project Building Site Details

- A field called "Project Name (if different from site name)" is provided for you to indicate additional information about the site. This field is especially important for large projects where the project site address may be the same, but there are different floors, suites, etc. to the facility. This field will help you and our staff identify a project.
- Once the plan review form has been submitted, it will be checked for completeness and the

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correct fees calculated and a second email is sent with an invoice attached.

- The second email will indicate the plan review number assigned to your project. Please use this number going forward to reference the project in any correspondence and when you send the full set of drawings and electronic documentation required.
- Plan Review Comments
- The plan review comments form will be similar to past comment letters you may have received from SFM plan review staff, but in a form layout. Please read each comment form carefully so as not to miss responding to any items. Responses are required for any General Code Comment box that was checked, as well as any specific Plan Review Comments listed below.
- Plan Review Response
- If the plan reviewer comment form indicated a response is required, locate the Initial Plan Review Response form online under your project site plan submittal. Click on the Applications link in the left-hand navigation pane and then click on the Continue link. Find your project site and expand the submittal if necessary (click on the inverted ^ left of the submittal line). Click on the Continue button next to the Initial Plan Review Response form.

### Complete Plan Review Response Form

- For each code section included in the plan reviewer's comments, you must enter the code section and your comment response. You will want to periodically click the Save button at the bottom of the page to avoid losing your responses before you submit the form.
- You will not receive any email confirmation regarding the submittal of your response. Once the plan reviewer has reviewed your response document, you will receive an email with the Additional Plan Review Comments form attached addressing your response. If necessary, a second response may be required.

[Aboveground Storage Tanks Plan Review Submittal Process PDF Tip Sheet](#)

## Aboveground Storage Tank Registration Process

The Iowa State Fire Marshal Division has implemented an online system for licensing and registrations. While some paper application submittals will still be accepted, we strongly encourage you to use the online License Management System (LMS) to submit your application to avoid errors in fee calculations, unnecessary submittals, and processing delays.

The applications shown once you are logged in depend on the user role your account has been assigned related to the business your account is associated to. If you don't see the application you are looking for, click on the Continue link under Applications to see if it has already been started.

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- Applications for aboveground storage tank registrations are found on the Applications page by clicking the Business Applications link in roughly mid-center of the page.
  - Find the appropriate application form for either tank registration renewal or new tank registration and click the Apply Now button to start the form.

[Aboveground Storage Tank Registration Process PDF Tip Sheet](#)

## **Add New Business or Site**

- Use the Public Portal Lookup to see if a business or site is already in the License Management System (LMS). You do not have to be logged in to use the Lookup page. Enter the search criteria (you can select a License Classification from the drop down to help filter your search) and click the Search button.
- If the business or site is not found using the Lookup search, login to your online account and complete the New Business Set Up application under My Applications.
- Click the Apply Now button to start the application form.
- Once you submit the form, the form will be sent to our staff to be added. You will receive an email notification AFTER the new business or site has been added to LMS. You can then login and go to the Application page to complete any applicable application.

[Add New Business or Site PDF Tip Sheet](#)

## **Add/Remove User From Company Roster**

If you are the company point of contact, click on the Business link under Applications in the navigation pane. Follow the steps on the All Service page to add/remove users from your company roster here.

[Add/Remove User From Company Roster PDF Tip Sheet](#)

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## **Apply for a Company/Contractor License**

The Iowa State Fire Marshal Division has implemented an online system for licensing and registrations. While some paper application submittals will still be accepted, we strongly encourage you to use the online License Management System (LMS) to submit your application to avoid errors in fee calculations, unnecessary submittals, and processing delays.

- The applications shown once you are logged in depend on the user role your account has been assigned related to the business your account is associated to. If you don't see the application you are looking for, click on the Continue link under Applications to see if it has already been started.
- Applications for business licenses, certifications, registrations, or plan reviews are found on the Applications page by clicking the Business Applications link in roughly mid-center of the page.

[Apply for a Company/Contractor License PDF Tip Sheet](#)

## **Apply for an Individual/Installer License**

The Iowa State Fire Marshal Division has implemented an online system for licensing and registrations. While some paper application submittals will still be accepted, we strongly encourage you to use the online License Management System (LMS) to submit your application to avoid errors in fee calculations, unnecessary submittals, and processing delays.

- The applications shown once you are logged in depend on the user role your account has been assigned related to the business your account is associated to. If you don't see the application you are looking for, click on the Continue link under Applications to see if it has already been started.
- Applications for individual licenses or certifications are found on the Applications page. The Available Applications page will load the My Applications page by default.

[Apply for an Individual/Installer License PDF Tip Sheet](#)

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## Building Code Plan Review Submittal Process

### Overview: New Process for Building Code Plan Review Submittals

- The Iowa State Fire Marshal Division Building Code Bureau has implemented an online plan review submittal process as of January 1, 2019. Paper application submittals will only be accepted until January 1, 2020; we strongly encourage you to use the online License Management System to submit your plan review projects to avoid errors in fee calculations, unnecessary project submittals, and processing delays.
- The new submittal process is outlined in this user guide to assist you in becoming familiar with the online submittal process.

*PLEASE NOTE: You will use this process to submit full plan reviews, requests for exemption from full plan reviews, and may also use it to request a preliminary review meeting.*

Use the Public Portal Lookup to verify whether the project site is already in the system.

<https://iowa.imagetrendlicense.com/lms/public/portal#/login>

- If the site exists, submit Update User Account form to add your user account to the site.
  - Be sure to select the correct Plan Review Contact role!
- If the site does not exist, submit the Request New Business or Site application form.
  - Once the site is added by SFM staff, your user account will also be added as the appropriate plan review contact role.
  - You will then receive an email notifying you the site has been added and you are listed as point of contact.
- Submit the Building Code Plan Review Submittal application form for the project site.
- **WAIT to send in full scale drawings and accompanying electronic documentation until you have received the second confirmation email that includes your assigned plan review number and invoice for fees.**
  - **The Building Code requires wet signed/sealed paper plans that are “100% construction sets”. We do not accept “preliminary” or “not for construction” plans – this is a requirement for paper AND digital plan submittals. If submittals do not meet this criteria, a notification will be sent.**
- Pay fees online by credit card or ACH via secured payment portal or mail check.
- Once the plan review has been completed, an email is sent to you with the plan reviewer's comments attached. That form will also indicate if a response is required.
  - When a plan review response is required, a response form is added online to the project application for completion and submittal.
- Once your project is approved, the comment form will also include contact information for the

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assigned building code inspector and fire prevention inspector, along with contact information for the assigned plan reviewer.

## **TIPS:**

### Search for Project Site

- Be sure to select “Building Code” from the License Classification drop down.
- PLEASE NOTE: Sites are added based on site name AND address. Keep in mind a project may have a “different” name, but if it is located at the same address or part of a large site overall (such as a university or hospital), a new site will not be added. You will submit your project under the existing site and use the “Project Name” field on the submittal form to identify your project specifically.
- If you believe your project site is already in the system, but are unable to locate it using Lookup, please email [sfmlicense@dps.state.ia.us](mailto:sfmlicense@dps.state.ia.us) with the name and address of the project site and ask for assistance.

### Submit Project Plan Review Form

- On Available Applications page, click on the Business Applications link about mid-center of the page.
- Use the Filter By Service drop down to select the correct project site. Once you have selected the site, you will find the Building Code Plan Review Submittal form under the Applications bar.

### Project Building Site Details

- A field called “Project Name (if different from site name)” is provided for you to indicate additional information about the site. This field is especially important for large projects where the project site address may be the same, but there are different floors, suites, etc. to the facility. This field will help you and our staff identify a project.
- Once the plan review form has been submitted, it will be checked for completeness and the correct fees calculated and a second email is sent with an invoice attached.
- The second email will indicate the plan review number assigned to your project. Please use this number going forward to reference the project in any correspondence and when you send the full set of drawings and electronic documentation required.

### Plan Review Comments

- The plan review comments form will be similar to past comment letters you may have received from SFM plan review staff, but in a form layout. Please read each comment form carefully so as not to miss responding to any items. Responses are required for any General Code Comment box that was checked, as well as any specific Plan Review Comments listed below.

### Plan Review Response

- If the plan reviewer comment form indicated a response is required, locate the Initial Plan Review Response form online under your project site plan submittal. Click on the Applications link in the left-hand navigation pane and then click on the Continue link. Find your project site

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and expand the submittal if necessary (click on the inverted ^ left of the submittal line). Click on the Continue button next to the Initial Plan Review Response form.

## Complete Plan Review Response Form

- For each code section included in the plan reviewer's comments, you must enter the code section and your comment response. You will want to periodically click the Save button at the bottom of the page to avoid losing your responses before you submit the form.
- You will not receive any email confirmation regarding the submittal of your response. Once the plan reviewer has reviewed your response document, you will receive an email with the Additional Plan Review Comments form attached addressing your response. If necessary, a second response may be required.

[Building Code Plan Review Submittal Process PDF Tip Sheet](#)

## Bulk Apply Process

Please see [Point of Contact Apply for License on Behalf of an Individual/Installer PDF Tip Sheet](#).

## Check Application Status

You can check the status of your application at any time on the Continue My Applications page.

[Check Application Status PDF Tip Sheet](#)

## Continue an Application



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You can return to an application at any time prior to submittal on the Continue My Applications page.

[Continue an Application PDF Tip Sheet](#)

## **Create A New User Account**

License Management Website: <https://iowa.imagetrendlicense.com/lms/public/portal#/login>

The first time you use the site, you will need to create a user account. Click the Create Account button below the login fields.

- Fill in the all the fields marked with a red asterisk \* and click the Save button.
- The system will take you back to the login page with a message that your account was created successfully.
- An email is sent with the subject line “Login Information” to the email address you provided. The email contains your username and a web link.
- Click on the web link to be redirected to the Set Password page in order to create your account password.
- Passwords must be a minimum of 7 characters with at least 1 capital letter and at least one number. Special characters may be used, but are not required. Enter a password and click the Submit button.
- You will know your password was saved when it gives you a logged in message and takes you to the Release Form page. Click Yes to complete the login process.

[Create A New User Account PDF Tip Sheet](#)

## **Find License or Certification Documents**

You can access your issued license or certification PDF file at any time under your user account.

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- Click on the Documents link in the left-hand navigation pane under My Account.
  - Type license certification card in the search field and click the Go button.
  - Click on the link under the File heading to view the PDF document. At this point, you can save or print the document.

You can also find other documents associated to your account, such as applications, invoices, and other files uploaded during the application process.

[Find License or Certification Documents PDF Tip Sheet](#)

## **Find License or Certification Documents for Business Applicants**

You can access an applicant's issued license or certification PDF file at any time under your staff roster.

- Click on the Business link in the left-hand navigation pane and then click on your Business name.
- Click on the Applicant link under Business. Then click on the Paper icon under the Docs column to see the applicant's PDF files associated to their account.
- Click on the link under the File heading to view the PDF. At this point, you can save or print the document. Click the Close button when you are done.

[Find License or Certification Documents for Business Applicants PDF Tip Sheet](#)

## **Look Up License/Certification Status for Contractor**

Use the Public Portal Lookup to see a business's license or certification information.

- Use the License Classification drop down to narrow your search by license or certification type.
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- Click on the triangle to expand the search record and see the license or certification

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information. You can also see staff names, when applicable, and view license or certification information for the individual by clicking on the staff member name.

[Look Up License/Certification Status for Contractor PDF Tip Sheet](#)

## **Look Up License/Certification Status for Installer**

Use the Public Portal Lookup to see an installer's license or certification information.

- Click on the triangle to expand the search record and see the license or certification information. You can also see the company name the installer is associated with, when applicable, and view license or certification information for the company by clicking on the business name.

[Look Up License/Certification Status for Installer PDF Tip Sheet](#)

## **Look Up Aboveground Storage Tank Registration Information**

Use the Public Portal Lookup to see a business's aboveground storage tank listing information.

- Use the License Classification drop down to narrow your search by Tanks.
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- Click on the Business Name link to see the list of tanks registered to the company.

[Look Up Aboveground Storage Tank Registration Information PDF Tip Sheet](#)

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## Pay Fees Online

All fees can be paid online via credit card or ACH payment through our secure payment portal.

- To pay the fees online, click on the Checkout link in the left-hand navigation pane under Applications. Make sure the box is checked at the front of the submittal you are paying and click the Pay now button. Check payments may still be mailed instead of paying online.
- On the Payment Detail page, select your payment method from the drop down and click the Continue button. You will be redirected to the secure US Bank Payment Portal.
- Once on the US Bank Payment Portal, complete all the fields shown.
- Once you have completed the online payment process, US Bank will redirect you back to the LMS site. At that time, if you have no other applications to submit, you may logoff the system.

*A convenience fee is charged for credit card transactions. The convenience fee is 3% of the total transaction amount and will be charged as a separate item to your credit card account. The receipt generated by our system does not include this fee so if a receipt is necessary, please email [sfmlicense@dps.state.ia.us](mailto:sfmlicense@dps.state.ia.us) and refer to your invoice number when requesting a receipt for the convenience fee.*

Point of contact follow the bulk apply process (Point of Contact Apply for License on Behalf of Individual/Installer) to pay for installer fees.

[Pay Fees Online PDF Tip Sheet](#)

## Point of Contact Apply for License on Behalf of an Individual/Installer

The Iowa State Fire Marshal Division has implemented an online system for licensing and registrations. While some paper application submittals will still be accepted, we strongly encourage you to use the online License Management System (LMS) to submit your application to avoid errors in fee calculations, unnecessary submittals, and processing delays.

If you are the company point of contact and submit applications on behalf of employees, you will need to use the Bulk Apply process to start the applications online. Instead of going to the Applications page, click on the Business link under Applications in the navigation pane. Follow the steps on the All Service page to complete the Bulk Apply and to pay for licenses online once applications are submitted. You can also add and remove users from your company roster here.

Follow the same initial bulk apply steps in order to pay for licenses on behalf of employees.

[Point of Contact Apply for License on Behalf of an Individual/Installer PDF Tip Sheet](#)

## **Upload Additional Documents/Addendums**

You can now upload other documentation at any time associated to your account or an application.

- Click on the Documents link in the left-hand navigation pane under My Account. Then click on the Upload a Document button.
- On the Upload New Document page, complete the required fields shown. Select the appropriate Document Type. You can also attach the document to a specific license application if needed.

[Upload Additional Documents/Addendums PDF Tip Sheet](#)

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**Source URL:** <https://dia.iowa.gov/licensing/help>